

Chief, Management Staff

16 October 1958

Chief, Records Management Staff

Weekly Report for Week Ending 15 October 1958

1. Contributions

a. Tangible

(1) Shelf filing equipment and special card files costing \$14,189 were installed in OCR/IR to house 1774 feet of records. This installation permitted the release of filing equipment valued at over \$95,000 (129 safes, 58 book case sections and over 16,000 card trays). Floor space for the new equipment was reduced from 1098 sq. ft. to 544 sq. ft.

(2) The Records Center received 451 cu. ft. of inactive records from nine offices; 39 cu. ft. of records were leaving 725 cu. ft. awaiting destruction.

(3) Two new and three revised forms approved. One form was made obsolete.

b. Intangible

(1) Approximately \$1200 worth of forms declared obsolete by OCR have been accepted by other Agency offices.

(2) Began series of "on-the-job" training for new Area Records Officer, OCR.

2. Assignments - Active

a. Forms

✓ (1) Ten new and 14 revised forms in process.

✓ (2) Printing Services Division Survey.

✓ (3) Reduction in requirements for forms.

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- 25X1C4a
- ✓ (4) Revision of Travel Order.
 - ✓ (5) Revision of Chain Envelope and Courier Receipt.
 - ✓ (6) Teletype Dissemination Information Reports and Systems.
 - ✓ (7) Revision of [REDACTED] Form.

b. Shelving

- Office of Personnel.*
- ✓ (1) Partial shipment of shelving received and in process of installation.
 - ✓ (2) OCR/IR. See 1.a(1).
 - ✓ (3) Map Library Division/OCR.
 - ✓ (4) Acquisitions Branch Library/OCR.

c. Filing Systems

- ✓ (1) Office of Personnel Subject-Matter Files. Installations being made in Mobilization Staff, IAS and Employee Relations Branch.
- ✓ (2) [REDACTED]
- ✓ (3) Office of Logistics/Stock Management.
- ✓ (4) Security Staff/Rev Building. Presented procedures and floor plan.
- ✓ (5) Office of Personnel/Contract Personnel Divisions/Card Index
- ✓ (6) Office of Communications/[REDACTED] 25X1A6a

d. Audit and Revision of Records Control Schedules

- ✓ (1) Medical Office.
- ✓ (2) OCR. Revision of schedules in process. Additional records at the Center authorized for destruction.

e. Vital Records

- (1) In collaboration with [REDACTED] a determination is being made on the type of microfilm to be deposited by OCR.

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- (2) Determined that the Office of Comptroller will be responsible for seeing that deposits of financial records in support of National Security Council Personnel will be made.

1. Assignments - Inactive

- a. GCI-Subject-Atomic Files Installations.
- b. Logistics Security Staff Card Index.
- c. Machine Records Division Files Survey.

2. News

- a. The first shipment of inactive records from the National Security Council was received by the Records Center.

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- b. Miss [REDACTED] is attending those portions of the [REDACTED] Intelligence Research course which relate to filing problems and filing systems used by analysts.
- c. A follow-up was made on the Liaison Contact Record we prepared for Legislative Council. The card made it possible for them to prepare for the first time a report required by the DCI on the nature of contacts with the Congress.

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Distribution:

Orig - Addressee

- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Miss [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - RMS (REPORTS -1 July - December 1958)

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Mgt/S/RMS/[REDACTED];fjm (16 Oct 1958)